

~~Records Administration~~
Room 702
Magazine Building

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

Fifth Annual
FEDERAL GOVERNMENT
PAPERWORK MANAGEMENT AWARDS



Awards Presentation Luncheon

WASHINGTON-HILTON HOTEL, Washington, D. C.

TUESDAY, SEPTEMBER 30, 1969 AT NOON

The Association of Records Executives and Administrators (AREA) is dedicated to advancement of paperwork management through education, research, training, dissemination of information, and encouragement and recognition of those who achieve excellence in this field. In presenting these awards, the Association of Records Executives and Administrators recognizes the significant accomplishments of 18 Government managers who have developed successful programs to reduce Federal Government paperwork costs. These awards will honor outstanding achievements and challenge others to reach even greater heights. All of us owe a deep debt of gratitude and extend sincere congratulations to each of those receiving this coveted annual award.

HAROLD A. MOULDS

International President
Association of Records Executives
and Administrators

AWARDS PRESENTATION

Special Message
from the
PRESIDENT OF THE UNITED STATES

PRESIDING AS TOASTMASTER

HAROLD A. MOULDS

International President
Association of Records Executives
and Administrators

AWARDS PRESENTATION

EDWARD N. JOHNSON

Board of Archives and History
State of Florida

LUNCHEON ADDRESS

HONORABLE JAMES E. JOHNSON

Vice Chairman
U. S. Civil Service Commission

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

SPECIAL AWARDS BOARD

Alan G. Negus, Chairman
NAREMCO Services, Inc.
New York City, N. Y.

Robert W. Humphrey
New York Stock Exchange
New York City, N. Y.

William B. Warren
The Port of New York Authority
New York City, N. Y.

SPECIAL AWARDS RECIPIENTS

Charles Evans
Department of the Army

Robert F. Haynes
Mrs. Dorothy K. Pfeiffer
Mrs. Virginia Henry
Department of the Navy

Nazzerino Coluzzi, Jr.
U. S. Office of Education
Department of Health, Education and Welfare

James Johnstone, Jr.
Benjamin W. Reisch
Administrative Office of the
United States Courts

Alexander M. Cotton
Veterans Administration

Thomas P. Quigley
U. S. Department of Agriculture

GENERAL CITATION

"In recognition of distinguished work
in the United States Government
exemplifying in an outstanding man-
ner the highest characteristics of
public service through paperwork
improvement and simplification."

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

GOVERNMENT PAPERWORK MANAGEMENT AWARDS

<u>Nominee</u>	<u>Nominating Agency</u>
Colonel Christopher Bressan	Department of the Air Force
Alfred J. Coleman, Jr.	National Security Agency
Nazzerino Coluzzi, Jr.	Dept. of Health, Education & Welfare
Alexander M. Cotton	Veterans Administration
Charles Evans	Department of the Army
Mrs. Irene L. Malloy	Defense Supply Agency
Martin O. Milrod	Department of Justice
Sidney F. Musselman	National Aeronautics & Space Admin.
Mrs. Ivy Virginia Parr	Department of Commerce
Michael L. Plant	Department of the Treasury
Thomas P. Quigley	Department of Agriculture
William B. Rapley	Post Office Department
John E. Westgate	Department of Transportation

Group Nominees

Robert F. Haynes	
Mrs. Dorothy K. Pfeiffer	Department of the Navy
Mrs. Virginia Henry	
James Johnstone, Jr.	
Benjamin W. Reisch	Admin. Office of the U. S. Courts

COLONEL CHRISTOPHER BRESSAN, USAF
Director, Personnel Programs Actions
USAF Military Personnel Center
Randolph Air Force Base, Texas

Colonel Bressan has been responsible for designing, instituting, and refining automation activities in all areas of his assignment. He has instituted effective systems of automation in over 40 areas that have resulted in significant monetary savings, sizeable reductions in man-hours, and avoidance of costly delays. For all of these actions he has received frequent special awards and commendations.

ALFRED J. COLEMAN, JR.
Chief, Management Information Systems Staff
Office of the Comptroller
National Security Agency
Fort George G. Meade, Maryland

Mr. Coleman has contributed significantly to the reduction and simplification of paperwork in NSA by his leadership and creativity in applying electronic data processing technology to the management of personnel and administrative records. Of particular significance was the development of the Employee Data Processing System (EDPS) which greatly improved the efficiency in maintaining a central data bank containing more than 1.4 million personnel records. The EDPS established centralized controls over the files, purged duplicate data, and established a standard file maintenance operation in lieu of many redundant and inefficient processes.

NAZZERINO COLUZZI, JR.
Chief, Systems Operation Section
Insured Loans Branch
Division of Student Financial Aid
Bureau of Higher Education
U. S. Office of Education
Department of Health, Education and Welfare
Washington, D. C.

Installed a completely new and effective automated system in the U. S. Office of Education to handle the Guaranteed Student Loan Program for college students. Handling over \$1.1 billion in guaranteed loans and over one-quarter million dollars in Federal insured loans has been accomplished by a staff of 26 full-time and less than 20 half-time student assistants. Over 2 million forms have been processed by this staff. Without this highly efficient system, in the judgment of agency management, this entire complex program would probably be unmanageable and impossible to operate. Since it was newly created rather than replacing an existing system, cost comparisons cannot be made, but the program effectiveness has exceeded the most optimistic hopes of the Department.

ALEXANDER M. COTTON
Chief, Records Management Section
Management Services Division
Operations Support Service
Department of Data Management
Veterans Administration
Washington, D. C.

Mr. Cotton is directly responsible for the development, refinement and direction of the VA-wide ADP Records Management program, considered by many to be one of the best examples of efficient automation in the Federal Government. This accomplishment has resulted in the unquestionable security of the vital records needed to carry out the missions of the VA, maintenance of minimum inventories of magnetic tape and other automated storage media, and participation by all levels of management and operation in the program, including those serviced by the ADP system.

CHARLES A. EVANS
Digital Computer Systems Administrator
Plans and Systems Directorate
U. S. Army Administration Center
St. Louis, Missouri

Engineered and directed three major projects to automate existing paperwork systems relating to military mobilization manpower requirements. The first project resulted in annual savings of over \$11 million in salaries alone. Service was greatly improved and errors, overlapping and duplication were virtually eliminated. The next two projects resulted in further major decreases of over 200,000 man-hours annually plus monetary savings of at least \$500,000.

MRS. IRENE L. MALLOY
Records Management Officer
Defense Contract Administration Services Region, Atlanta
Defense Supply Agency
Atlanta, Georgia

Mrs. Malloy has been the sole unifying force in creating and maintaining a records management system for this seven-state region. She set up and conducted training classes and workshops throughout the Region and has developed a continuous training program to indoctrinate records personnel. This training program provides for uniformity and efficiency in the handling of records management activities.

MARTIN O. MILROD
Chief, Program Operations
Office of Academic Assistance
Law Enforcement Assistance Administration
Department of Justice
Washington, D. C.

With a staff of two professionals and four clerical personnel, Mr. Milrod developed a computer-based system to administer the Law Enforcement Education Program (LEEP) of the Department of Justice. This system is fully operational and has encountered virtually no problems. At an average administrative cost figure of 5 per cent, Mr. Milrod's first year savings to the Federal Government approximated \$300,000. The projected savings for next year will approximate \$1 million.

SIDNEY F. MUSSELMAN
Chief, Administrative Standards Branch
Administrative Services Division
National Aeronautics and Space Administration
Washington, D. C.

Since 1965 Mr. Musselman has planned, organized, staffed, and developed NASA-wide Forms Management, Printing Management, Records Management, and Correspondence Management programs. Some 50,000 cubic feet of records are being retired or destroyed annually under systematic policies and guidelines. The total dollar savings that have been derived from NASA's Paperwork Management Program under Mr. Musselman's leadership to date exceed one million dollars.

MRS. IVY V. PARR
Records Manager
Office of the Secretary
Department of Commerce
Washington, D. C.

Mrs. Parr was largely responsible for developing and implementing a program which resulted in the removal of over 500,000 cubic feet of records from high priced space in the Department. She defined and designed comprehensive paperwork management programs for the Office of Foreign Direct Investments and the Office of Minority Business Enterprise.

MICHAEL L. PLANT
Superintendent, Management Services Division
Bureau of Engraving and Printing
Treasury Department
Washington, D. C.

Mr. Plant's leadership has resulted in many improvements in the management of paperwork. These have resulted in significant savings in materials and man-hours, together with numerous intangible benefits through simplification of work procedures, improvement of controls and operations, and elimination of numerous forms.

THOMAS P. QUIGLEY
Reports Management Officer
Agricultural Research Service
Department of Agriculture
Washington, D. C.

Since its inception by Mr. Quigley, the Reports Management Program of the Agricultural Research Service has achieved savings of more than 88,000 man-hours valued at more than \$395,000. By getting data more promptly and efficiently to farmers, scientists, industrial leaders, and consumers, the gap in time between laboratory development and practical application of Federal research has been significantly reduced.

WILLIAM B. RAPLEY
Management Analyst
Reports Management Division
Office of Management Systems
Bureau of Finance and Administration
Post Office Department
Washington, D. C.

Developed and installed an agency records schedule which described records by exception. This system provides for the disposal of a great volume of records at 32,000 Post Offices. A new schedule revising the standards for records handling at Post Offices resulted in the initial disposal of over 40,000 cubic feet of records at the larger Post Offices and an initial annual savings of over \$177,000. He also developed a system for improved processing and maintenance of personnel actions and related personnel records which greatly reduced man-hours spent in filing and referencing.

JOHN E. WESTGATE
Chief, Paperwork Management Branch
Administrative Standards Division
Office of Management Systems
Federal Aviation Administration
Department of Transportation
Washington, D. C.

Mr. Westgate's paperwork management program has shown substantial benefits for the Federal Aviation Administration. Through the records disposition program, this agency has avoided a file growth of 50,000 cubic feet, equivalent to filing equipment worth \$480,000, and office space costing \$150,000 yearly. Through the forms management program, the branch staff saves over \$100,000 yearly in forms printing. Through improved mail handling and addressing procedures, he was responsible for an annual cost avoidance of \$630,000.

ROBERT F. HAYNES
Director, Planning and Development Division
Navy Publications and Printing Service
Naval Supply Systems Command
Department of the Navy
Washington, D. C.

MRS. VIRGINIA HENRY
Director, Publications Management Department
Navy Publications and Printing Service Office
Ninth Naval District
Department of the Navy
Great Lakes, Illinois

MRS. DOROTHY K. PFEIFFER
Director, Publications Management Department
Navy Publications and Printing Service Office
Fourth Naval District
Department of the Navy
Philadelphia, Pennsylvania

As a team they developed a system utilizing the electronography process to effect the conversion of the Navy's Allowance Parts List from "hard" copy to microfilm. This system saves almost \$1 million annually, has reduced Navy Publications and Printing Service postal volume in this area by 98 per cent and space requirements by 95 per cent. It eliminates the possibility of lost or misfiled pages, speeds information retrieval at user stations, and eliminates the need for filing cabinets which would be required to house approximately 40 million printed pages.

JAMES JOHNSTONE, JR.
Assistant Budget and Accounting Officer
Administrative Office, United States Courts
Washington, D. C.

BENJAMIN W. REISCH
Personnel Officer
Administrative Office, United States Courts
Washington, D. C.

A team effort has resulted in a 60 per cent saving of clerical time for processing bankruptcy dockets. Payment of juror allowances and fees has been expedited from 3 months to 1 week. Procedural changes in Federal Courts relating to docketing procedures in no-asset bankruptcy cases will save approximately 156,000 man-hours per year together with an annual dollar saving of \$430,000. Several hundred thousand dollars annually will be saved by removing the U. S. District Courts from the role of collection agencies of trustee's fees and leaving this matter to be settled between the trustees and parties involved in bankruptcy proceedings. These actions, and many more, are resulting in time savings in addition to the man-hour and financial savings outlined.

AUTOGRAPHS